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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Technology Services

June 7, 2016

ISIS Memorandum 16-003

To: ISIS Agency Liaisons
Fiscal Officers
Financial Management Personnel

Subject: AFS System Unavailable Friday, July 1, 2016

Agencies will not have access to the ISIS AFS system Friday, July 1 as part of the June 30 year-end close procedures.

The monthly close for accounting period 12 16 will run on the evening of July 1. Monthly reports will be available in BUNDL for agencies the next day. The ISIS security lockout will be removed on 7/2/16, after the June 30 close processes are complete, to allow all user agencies access to process transactions in accounting period 01 17 for BFY 2017 and in accounting period 13 16 for BFY 2016. Transactions charged to accounting period 01 17, with the exception of payroll, will be restricted based on budget availability.

ISIS AFS system will resume the normal daily/weekend operational schedule on Saturday, July 2nd, after the June 30 close processes are complete.

Please refer to **OSRAP Memorandum 16-21** for close procedures. For more information, call the OSRAP Help Desk at 225-342-1097.

If you have any questions or concerns, please call the ISIS Help Desk at (225) 342-2677.

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